

*United States Court of Appeals
for the Second Circuit*



Vacancy Announcement

*April 4, 2003
Reference # FY03-11*

Position Title: **Library Technician**

Location: **Office of the Circuit Librarian, 40 Foley Square, NYC, NY**

Salary Range: **to CL 24 (\$30,056 - \$48,842)
depending on experience, salary, and qualifications**

Closing Date: **Open Until Filled**

Position Overview: **The Library Technician will support the work of the law library under the supervision of a professional Librarian and will perform an array of technical library functions to include: filing looseleaf services, photocopying, providing interlibrary loan services, teaching library patrons to use office and automation equipment, and maintaining the collections. Lifting of heavy boxes may be required at times.**

Requirements: **Library experience specifically related to the responsibilities described above which will have provided the candidate with the particular skills to successfully perform the duties of this position. College degree preferred. Knowledge of WordPerfect and Excel or similar word processing and spreadsheet programs required. Must be highly motivated, possess maturity, good judgment, good communications skills and the ability to work in a team oriented service environment.**

To apply, mail cover letter and resume to:

***United States Court of Appeals, Second Circuit
40 Foley Square, Room 1604
New York, NY 10007
Attn.: Personnel, Reference #FY03-11***

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER